

MINUTES
THE LIBRARY BOARD MEETING
The Library of Virginia

January 18, 2008

The Library Board met on Monday, January 18, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

The meeting was called to order at 10:30 AM by the chair, Mary G. Haviland. Ms. Haviland announced a quorum was present and she welcomed the following members in attendance:

John S. DiYorio	Mark D. Romer
Lydia J. Johnson	Stephen E. Story
Ronald S. Kozlowski	Charles W. Sydnor, Jr.
Marc Leepson	Carole M. Weinstein
Lewis F. Powell III	Clifton A. Woodrum III
David Poyer	

Mary G. Haviland, chair
Valerie Jean Mayo, vice-chair

George E. Lovelace and Henry Wiencek were absent.

II. APPROVAL OF AGENDA

Ronald S. Kozlowski moved to accept the Agenda as submitted, which was seconded by Lydia J. Johnson. The Board unanimously approved the Agenda.

III. WELCOME TO VISITORS AND STAFF

Ms. Haviland welcomed visitors and staff.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT AGENDA

- **Approval of The Library Board Minutes of November 5, 2007**

Marc Leepson moved for acceptance of the Consent Agenda consisting of the November 5, 2007, Library Board minutes. Clifton A. Woodrum III seconded the motion and the Library Board voted unanimously to accept the Consent Agenda including the November minutes.

VII. INFORMATION ITEMS

A. Reports from Other Organizations

Peter E. Broadbent, Jr., past president of the Virginia Genealogical Society, reported that the Society looks forward to holding its spring meeting at the Library of Virginia on April 26, 2008. The topic will be "Treasures Available at the Library of Virginia," and he gave details of the various speakers.

B. Staff and Committee Reports

- **Archival and Records Management Services**

Conley L. Edwards, division director, called the Board's attention to the proposed regulations regarding elimination of Social Security numbers in public records. He reminded the Board of the legislation passed in 2003 stating that "the State Library Board shall: issue regulations concerning procedures or other disposition of public records containing Social Security numbers. The procedures shall include all reasonable steps to destroy such documents." The legislation requires that if a hard copy or an electronic copy of a public record contains Social Security numbers, the record must be completely destroyed. This is especially complicated with electronic records and in determining an acceptable shredding size for paper records. Mr. Edwards gave details on the procedures to be followed before the regulations can be adopted. The Library Board will be asked to approve the final regulations at its next meeting. Sandra G. Treadway, Librarian of Virginia, clarified that these are not archival records, but rather records that had met their required retention period and were ready for destruction.

Mr. Edwards introduced Jennifer Davis McDaid, Local Records appraisal archivist, who gave a brief synopsis of legislative petitions filed in 1805 and 1818 from Edward Houchins who sought to increase his pension after being wounded during the Revolutionary War. One of his descendants saw the story about the petition in the *Richmond Times-Dispatch* and contacted the Library to find out more about her ancestor. This is just one story from among the 25,000 legislative petitions in the Library's collections.

- **Collection Management Services**

Edward D. C. Campbell, Jr., division director, compared the budget for collection development in past years with the current budget. The year 2002 had the largest budget, with \$715,000 for library materials and \$150,000 for archival materials. The budget is now down to \$417,000 for library materials and \$90,000 for manuscript materials. This institution ranks 18th in funding compared to other Virginia public library systems. It ranks 14th when benchmarked against a peer group of Virginia colleges and universities.

The Ohio State Library inquired about how much of the Library of Virginia's collection has been digitized, and the information gathered in answering the question might be of interest to the Board. This is a very difficult question to answer because each record varies greatly with the number of documents. It is estimated that 7 percent of the Library's collection is digitized, but this number may be higher. Much of the Library's collection will not be digitized, because some records are federal publications while other records will be digitized by other institutions. The Library is concentrating on items that are unique to this particular institution. Collections such as the circuit court chancery records are being digitized for outside constituencies. The Library is still producing microfilm, as many as 10,000 reels a year, and all film conforms to digitization conversion standards.

Interviews for the director of Collection Management Services position are scheduled for February.

- **Legislative and Finance Committee**

Mr. Kozlowski, committee chair, asked Ann Harris, division director, to provide details of the meeting. Mrs. Harris briefly summarized the Library's four budget decision packages submitted in September for consideration by the executive branch. The Library did not receive any of the dollar requests in the Governor's budget released on December 17, 2007. The Library was granted four non-general-fund positions (three paid with Circuit Court funds and one paid with State Records Center revenue). The maximum employment level was increased to 208 positions in the 2008–2010 Biennium.

Mrs. Harris highlighted the *Budget to Expenditures Comparison Statement as of December 31, 2007*, which is on target. The General Fund Budget shows the 4 percent reduction in the base budget. The bulk of the federal funds pay for databases and some designated salaries. Because of the downturn in housing sales, the Circuit Court Recordation fees were again reduced in December and now are at \$171,000, down from the 2002–2004 figures of \$300,000 to \$400,000 a month.

Mr. Kozlowski commented on the Virginia Library Association's two budget amendments sent to the General Assembly for Find It Virginia (\$2 million each year) and an increase in State Aid (\$2 million each year). Mr. Kozlowski, accompanied by Dr. Treadway and Janice M. Hathcock, public information officer, visited the General Assembly on January 16. Mr. Kozlowski provided details about the Library's budget amendment requesting funding (\$850,000 each year) for storage devices, application servers, maintenance, and the technical staff that are needed to preserve the electronic records of state government and provide open, public access to these and other online resources. Two patrons, Delegate R. Steven Landes and Senator R. Edward Houck, and several co-patrons are supporting this amendment. Board members are encouraged to show their support by contacting legislators in support of these amendments. Ms. Hathcock will send *Bill Tracker* updates on Library-related issues to the Board on a regular basis. Dr. Treadway explained the process of filing an amendment and the steps it follows once filed. She clarified that the budget amendment request is from the Library Board since the Library cannot technically request an amendment to the Governor's budget.

- **Public Library Development Committee**

John S. DiYorio, committee vice-chair, called on Elizabeth M. Lewis to report on the meeting. Ms. Lewis advised that State Aid is at 68 percent of full funding in the 2009 budget. This will significantly affect public libraries' book budgets. Find It Virginia is also underfunded and the costs of the databases continue to increase.

Ms. Lewis announced the retirement of Wayne Modlin, public library consultant. She updated the Board on the division activities including workshops and public library director vacancies. The Library will apply for the Online Opportunity Hardware grants for public libraries from the Gates Foundation.

The *Code of Virginia* grants the Board the right to set standards for public library service. Ms. Lewis advised the Board about a terminology issue and the wording in the *Code* under §42.1-48 and §42.1-52. What are referred to as "standards" have historically been used by libraries as the "requirements." The *Virginia Administrative Code* 17VAC 15-110-10 §17.15-10 refers to "the requirements which must be met in order to receive grants-in aid." While the *Code of Virginia* refers to setting standards, the current library terminology refers to setting requirements. The requirements are the base-level standard. The Board has traditionally adopted documents called "standards" but librarians consider them much like requirements. Ms. Lewis gave details of how these guidelines have developed over the years since 1978. This eventually evolved into the publication *Planning for Library Excellence*. The Himmel & Wilson Study recommended that this publication be updated, reviewed, revised, and strengthened. The task force formed in 2006 is making progress and has written the essential parts. The committee will review this document once it is completed and then present it to the Board.

- **Publications and Educational Services**

Gregg D. Kimball, division director, reported on the progress and schedule for the forthcoming *Guide to Personal Papers*, set for publication in the spring. This will clearly indicate the significance and depth of the Personal Papers Collection.

Dr. Kimball outlined the activities of the division's education outreach program. The new Program and Education Coordinator, Tameka Hobbs, and the new Educational Assistant, Susan Gilliam, are busy preparing educational materials for the Virginia Women in History annual project here at the Library and for the traveling exhibition. This also includes activities that link the women honored in 2008 to the Virginia Standards of Learning. This information will be sent to schools across the state in addition to being available on the Library's Web site.

The Library is also producing another program called Notable African Americans. The 2008 material on eight notable individuals will be available on the Library's Web site beginning in February.

Other division projects include continuing Web site work on the Virginia Memory project as well as exhibition programming and educational material for exhibitions such as *Never Built Virginia*. A children's activity book has been produced in conjunction with the exhibition,

and a youth design competition will run from February through March. The winners will receive a \$250 savings bond and recognition on the Web site.

- **Research and Information Services**

Suzy Szasz Palmer, division director, highlighted the last six months of division activities. Visits to the building are up slightly, volumes of requests for items from the stacks increased nearly 50 percent, interlibrary loan borrowing was up nearly 40 percent, reference desk questions are up both remotely and in person, and the number of patrons visiting the reading rooms increased slightly. Circulation activities, such as registering new patrons and the amount of materials being checked out, are down slightly. The conclusion is that it is important to observe patterns of public service activities for much longer periods of time before making any changes.

Ms. Palmer discussed the cell phone policy that has been changed to have certain areas designated as formal quiet areas and others as phone-friendly areas. The Interlibrary Loan policy was changed to require the borrower to have a Library card. This will be promoted as a benefit to having a Library card and also serve to monitor the service. The State Records Center Reading Room will be open to patrons two days a week, on Wednesday and Thursday. The Reading Room-services fee structure has been simplified. The Patron Code of Conduct policy and the Internet Usage policy are also being revised.

Several archivists were involved with the Mid-Atlantic Regional Archives Conference recently held in Williamsburg, Virginia. Ms. Palmer is developing a customer service program emphasizing service to both external and internal customers. The staff is down by one archivist, one reference librarian, a half-time circulation assistant, and a half-time stacks assistant. Since it is unlikely that these positions will be filled, Ms. Palmer is studying staff time on the desk and adjusting schedules accordingly.

- **The Library of Virginia Foundation**

Mary Beth McIntire, executive director, introduced Kitty Winkler, a volunteer who has been working on a project to assess the visitor experience at the Library. Ms. Winkler highlighted her study of 41 people over a four-month period focusing on what Library visitors think and feel about their visit and ways to improve their experience. In addition to the interviews, she visited other new state-of-the-art libraries plus other similar businesses and institutions. Ms. Winkler detailed the strengths of the Library and the areas that need improvement. The results indicated that the Library generates very positive feelings and experiences, but the areas of responsive and proactive customer service, internal and external signage, marketing/visibility, and navigation around the building need improvement. Dr. Treadway is forming a committee to prioritize the recommendations and implement an action plan.

C. Report of the Executive Committee

Ms. Haviland reported that the Executive Committees of both the Library Board and the Foundation Board held a joint retreat on December 7 at the North Park branch of the

Tuckahoe Library. The committees reviewed their missions plus their strengths and weaknesses. The two groups will meet again in the spring and will have a full joint board meeting at a future date.

D. Report of the Chair

Ms. Haviland commended Carole M. Weinstein for her December 23 Op-Ed article in the *Richmond Times-Dispatch*.

E. Report of the Librarian of Virginia

Dr. Treadway thanked Ms. Winkler for the study she conducted. The Foundation Board also received a lengthy presentation on the study since some of the recommendations will require private funding.

The Library recently assisted the *Richmond Times-Dispatch* with a series of articles about “The Greatest Virginians.” Dr. Treadway commented about how this has helped to increase the Library’s visibility.

The reading rooms are open on two state holidays, Lee-Jackson Day and Martin Luther King Day, to serve the needs of the General Assembly, but will be closed on the Saturday in between the two holidays. A recently released DVD by the Virginia Library Association on Find It Virginia will be shown during lunch. A copy of this DVD showing the impact of this program has been given to every legislator. Ms. Hathcock distributed a General Assembly contact form to Board members to complete. This will help with contacting General Assembly members in the future.

VIII. OLD OR NEW BUSINESS

• **Nominating Committee**

Mr. Woodrum, chair of the Nominating Committee consisting of John S. DiYorio, Mary G. Haviland, Ronald S. Kozlowski, and George E. Lovelace, reported that the committee met on January 18, 2008, before the Board meeting. Mr. Woodrum presented the following draft slate of officers for 2008–2009.

Library Board Officers

Chair: Valerie Jean Mayo
Vice-Chair: John S. DiYorio

Executive Committee

Chair: Valerie Jean Mayo
Vice-Chair: John S. DiYorio
Immediate Past Chair: Mary G. Haviland.
Ronald S. Kozlowski
Carole M. Weinstein

IX. ACTION ITEMS

- **Accept Drafted Nominations for Library Board Officers**

Stephen E. Story moved to accept the Nominating Committee's proposed slate of officers. Lewis F. Powell III seconded and the Board unanimously agreed to accept the report. Voting will take place at the March meeting.

X. ADJOURNMENT

There being no further business, Mr. Kozlowski moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 12:30 PM.

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